

# INSTRUCTIONS

for

## **Downloading & Installing *Medicare Remit Easy Print* Software onto a Network**

**(You plan to share the application with other users on a network)**



**This software was developed by the Centers for Medicare & Medicaid Services (CMS) for use by Medicare providers/suppliers to view and print a Health Insurance Portability and Accountability Act (HIPAA) compliant Medicare 835. Medicare has no liability and takes no responsibility for any other use of this software.**

## PC Requirements

Recommended speed: 2.0 GHZ or faster

Compatible speed: 1.0 GHZ

Please note: the processing time for importing and accessing the SPR files within the *Medicare Remit Easy Print* application will be dependent upon on the processing capability of the PC and the size of the files being imported/viewed.

## Operating System Requirements

Recommended: Windows XP

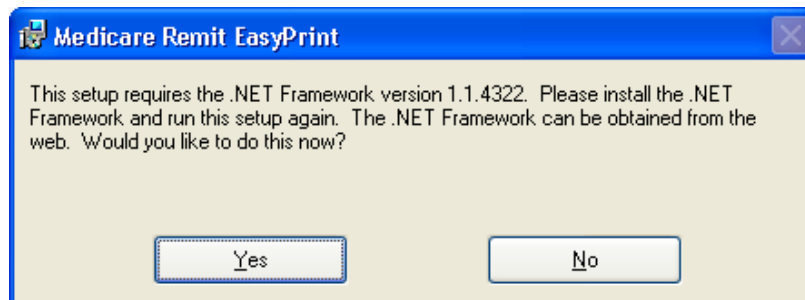
Other compatible versions: Windows 98SE

Windows 2000

Windows NT

NET Framework: 1.1.4322 (*On the Microsoft web site this is referenced as version 1.1*)

This application uses Visual Basic.Net, a Microsoft compatible language, and like many applications that require a MS Windows platform, a .NET framework is required. More than likely you already have a version of the .NET framework on your PC. In order to use this application you must have .NET framework version 1.1.4322 or a later version installed on each PC that will be utilizing this application. If you do not have this framework installed, you may receive a message similar to the following while installing the application:



By clicking yes, and if you have access to the internet, you will be redirected to the Microsoft web site to download the .NET framework 1.1 (same as the 1.1.4322 version referenced in the message). It is not recommended that you

download a beta version of the .NET framework if are you presented with this option on the Microsoft web site.

Outside of the application installation process, you may also use the following link to transport directly to the location on the Microsoft web site to download the 1.1 .NET framework version:

<http://www.microsoft.com/downloads/details.aspx?FamilyId=262D25E3-F589-4842-8157-034D1E7CF3A3&displaylang=en>

If you want to learn more about the 1.1 .NET Framework version and / or determine if you need to install this version, you may use the following link:

<http://msdn.microsoft.com/netframework/downloads/howtoget.asp>

Please follow the directions within the web site when using this link.

If you do not have access to the internet and you receive a message to update your .NET framework, you will have to obtain a copy of the .NET framework from Microsoft. The Medicare Remit Easy Print application will not work without the appropriate .NET framework installed on each machine accessing the application.

## Download Instructions - ZIP file

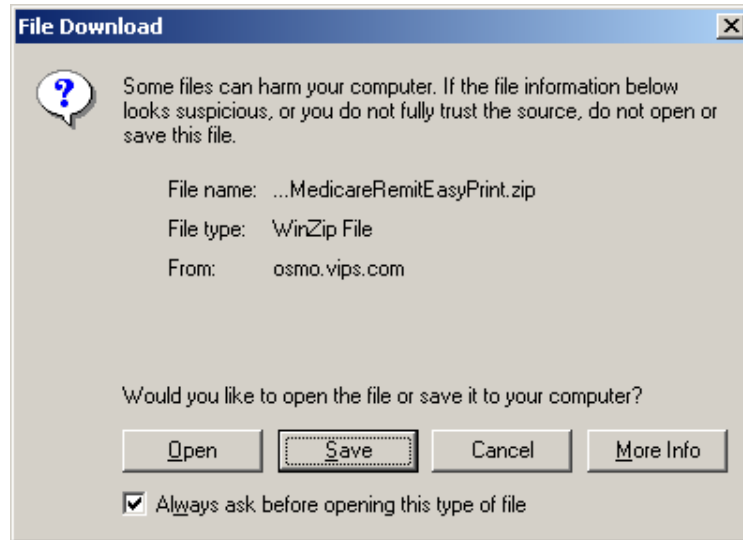
To download the Medicare Remit Easy Print application from your Medicare carrier's web site you must have the following:

1. Access to the internet
2. WinZip or a compatible decompression application to extract files. If you do not have a decompression application then you can go to a number of web sites to acquire one (e.g. <http://www.winzip.com/downwzeval.htm>).

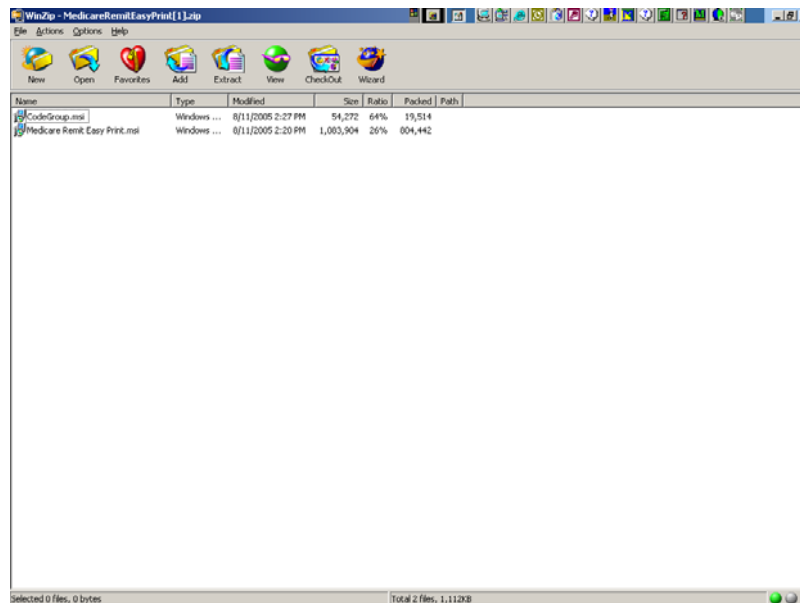
**Step 1.** On your Carrier's website select the '*Medicare Remit Easy Print*'

**Please note: If the download cannot pass your PC security settings or your network firewall, please contact your Medicare carrier.**

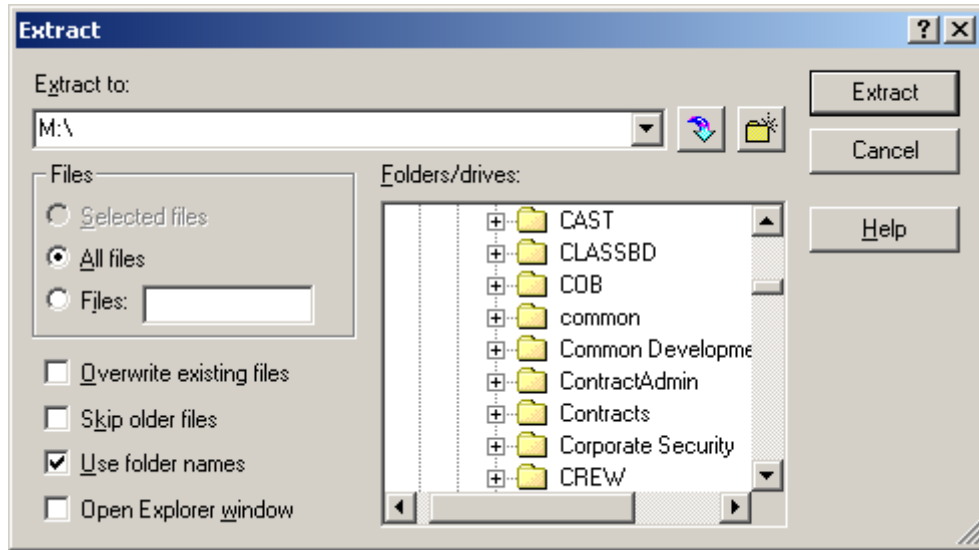
**Step 2.** Click on the Medicare Remit Easy Print zip file and a message similar to the following message will appear:



**Step 3.** Click on ‘Open’ and a screen similar to the below screen will appear.



**Step 4.** Highlight CodeGroup.msi and select ‘Extract’ if you wish to extract the file to the network at that time. A screen similar to the following screen will appear (note: the folders displayed will depend upon the folders set up by the user – the below is just an example).



**Step 5.** Select the directory on your network you wish the CodeGroup.msi file to be stored and click the 'Extract' button.

**Step 6.** Write down on the line provided below where you saved the CodeGroup.msi file:

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**Step 7.** You will return to the WinZip window. Highlight the MedicareRemitEasyPrint.msi file and select 'Extract'.

**Step 8.** Select the same location on your network that you saved the CodeGroup.msi file and click the 'Extract' button.

## **THE DOWNLOAD PROCESS USING THE ZIP FILE IS COMPLETE!**

**Go to the installation section of these instructions.**

*Please note: If you have errors that prevent you from downloading the software, please make screen prints of your errors and contact your Medicare carrier. Screen prints can be made by pressing 'ALT' and 'Print Screen' buttons on your keyboard at the same time while you have the error message screen displayed, and copying them to a word document.*

# Installation Instructions



## Installing Medicare Remit Easy Print on a Network

When you install Medicare Remit Easy Print on a network:

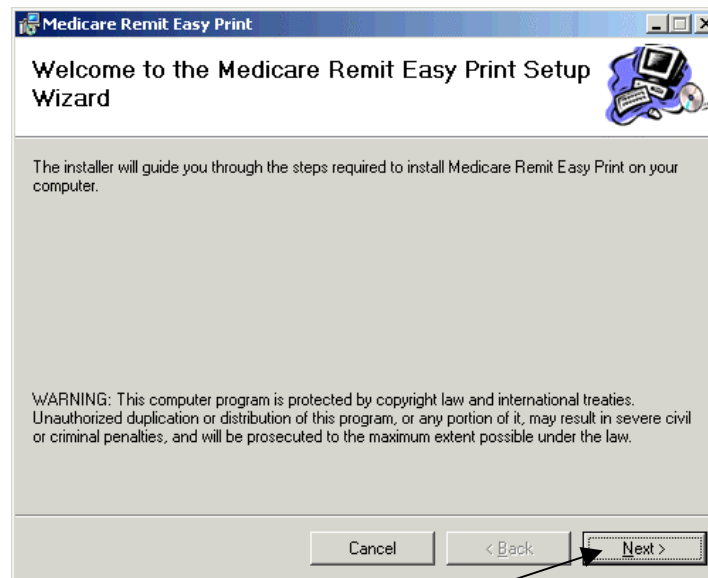
- install the Medicare Remit Easy Print application on the network by using the MedicareRemitEasyPrint.msi file and
- install the CodeGroup.msi file on *every* PC accessing the Medicare Remit Easy Print application.

### How to Install Medicare Remit Easy Print on the Network

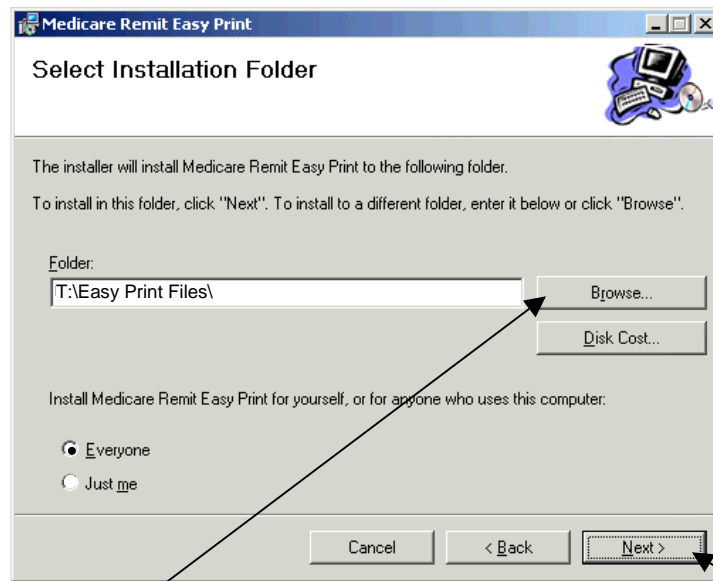
1. Make sure you know the location of the MedicareRemitEasyPrint.msi file and the CodeGroup.msi file (refer to your download instructions where you recorded the locations when you saved the files).
2. Open Microsoft Windows Explorer and find the MedicareRemitEasyPrint.msi file and the CodeGroup.msi file.
3. Double-click the MedicareRemitEasyPrint.msi file:



The Medicare Remit Easy Print Setup Wizard opens:



4. Click the Next button.



The Select Installation Folder window opens.

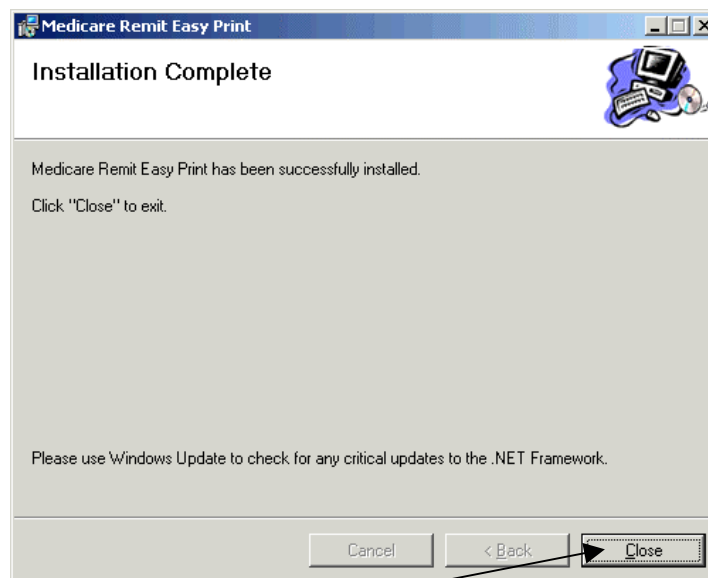
5. Browse for the network location for the install location (where you want the application and all the associated files to be stored).
6. Record in the line provided below the location where you are saving the application and where all of the associated folders and files will be saved.

7. Select 'Everyone', and click the 'Next' button.

The Confirm Installation window opens:

- 8 Click the 'Next' button.

When the installation is finished, the Installation Complete window opens:



#### Best Practice!

Make the shortcut to the Easy Print executable available to all users.

**Important!**

You must install the Medicare Remit Easy Print Code Group on each PC.

- 9 Click the Close button.

The Medicare Remit Easy Print shortcut is available in the directory you recorded in the line provided in step 6. Have each user go that directory and copy the shortcut to his / her desktop.

- 10 Complete the CodeGroup.msi installation on each PC (see next section)





## Installing the Medicare Remit Easy Print Code Group on the PC

After you install the Medicare Remit Easy Print application on the network, you must install the CodeGroup.msi on **EVERY** PC that needs to access the application.

### How to Install the Medicare Remit Easy Print Code Group

1. Make sure you know the location of the CodeGroup.msi file.
2. Open Microsoft Windows Explorer and find the CodeGroup.msi file.
3. Double-click the CodeGroup.msi file:



The installation completes without opening any windows or displaying any messages.

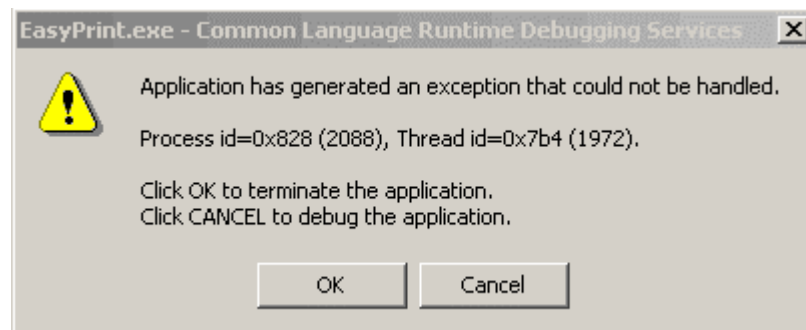
### How to Know that the Medicare Remit Easy Print Code Group Install Completed Successfully

If the installation DID complete successfully, the PC user can open Medicare Remit Easy Print.

If the installation DID NOT complete successfully, the PC user cannot open Medicare Remit Easy Print and sees this message:

#### Hint:

If you see this error message on the PC, you need to install the Medicare Remit Easy Print Code Group.



Have the user click OK and install the CodeGroup.msi again.

**The Installation Process is Complete!**  
**Thank you for using**  
***Medicare Remit Easy Print.***